



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 42525

DATE: 1/16/2018

TITLE: Office Coordinator, Opt. 2

OFFICE: Office of Business & Workforce Diversity/ Bureau of Small Business Enterprises

CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under direction as a secretary to the Section Manager of the Labor/EEO and DBE Contract Compliance Section performs a wide variety of difficult and complex technical secretarial and office support functions.

TRAINING & EXPERIENCE: Option 2: Ability to type 30 wpm. Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years related office experience and two years independent business experience. Ensures compliance with departmental safety rules.

UNIT: Contract Compliance

LOCATION: 2300 S. Dirksen Parkway, Springfield, IL

SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday

PAY GRADE: RC014-9

SALARY RANGE: \$3,027- \$4,223

CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Tuesday, January 30, 2018

POSTED FROM: January 17, 2018 **TO:** January 30, 2018

***CURRENT STATE EMPLOYEES:** SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV

***Agency-to-Agency Transfer:** In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

***If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.**

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.

Betty Koehler